

National Park Service  
U.S. Department of the Interior

Japanese American Confinement  
Sites Grant Program

---



# JAPANESE AMERICAN CONFINEMENT SITES

## GRANT MANUAL

*Last Revised: July 7, 2011*

# TABLE OF CONTENTS

<b>General Information</b>	<b>2</b>
National Park Service (NPS) contact information	3
Where to find information on the internet including:	4
• Secretary of the Interior's Standards for the Treatment of Historic Properties	
• Section 106 Process	
<b>Matching Share</b>	<b>5-8</b>
Including requirements, types of match, placing a value on in-kind contributions, types of costs that can be covered by the grant award.	
<b>Pre-agreement Costs</b>	<b>9-11</b>
Pre-agreement costs typically not funded	
Requesting approval for pre-agreement costs	
<b>Contracting and Procurement</b>	<b>12-23</b>
Procurement standards	
-See also "Reporting Forms" section below-	
<b>Audits</b>	<b>24-25</b>
Audit Requirements	
<b>Forms</b>	<b>26</b>
<b>Contracting and Procurement Forms</b>	<b>27</b>
Competitive Negotiation and Small Purchases Contracting Documentation Form	28-30
Subgrant/Contract Payment Approval Checklist	31-32
<b>In-Kind Match Valuation Forms</b>	<b>33</b>
Value of Donated Construction Labor/Materials	34
Value of Donated Contractual Work	35
Value of Donated Equipment	36
Value of Donated Personnel & Fringe Benefits	37
Value of Donated Supplies	38
Value of Donated Travel & Per Diem	39
<b>Payment Form</b>	<b>40-41</b>
Request for Reimbursement Check List	42
Request for Reimbursement (Standard Form-270)	43-44
<b>Reporting Forms</b>	<b>45-46</b>
Federal Financial Report (FFR, or Standard Form-425)	47
Federal Financial Report Instructions	48-52
Interim Progress Report cover sheet	53
Final Project Report cover sheet	54-55

# General Information

## ***CONTACT INFORMATION***

### **Address for all mail:**

Kara Miyagishima, Program Manager  
Japanese American Confinement Sites Grant Program  
National Park Service, Intermountain Regional Office  
12795 West Alameda Parkway  
Lakewood, CO 80228-2838

### **Grant Program Manager:**

Kara Miyagishima  
kara\_miyagishima@nps.gov  
303-969-2885  
fax 303-987-6675

### **Contracting Officer:**

Tom Forsyth  
Tom\_forsyth@nps.gov  
303-969-2796

## ***WHERE TO FIND INFORMATION ON THE INTERNET***

### **Japanese American Confinement Sites Grant program**

<http://www.nps.gov/history/hps/hpg/JACS>

### **Office of Management and Budget (OMB) Circulars**

[http://www.whitehouse.gov/omb/grants/grants\\_circulars.html](http://www.whitehouse.gov/omb/grants/grants_circulars.html)

### **Section 106 Process, Protection of Historic Properties**

<http://www.achp.gov/work106.html>

### **State Historic Preservation Offices**

<http://www.ncshpo.org/find>

### **Tribal Historic Preservation Offices**

<http://www.nathpo.org/map.html>

### **Secretary of the Interior's Standards for the Treatment of Historic Properties**

[http://www.nps.gov/history/hps/tps/standards\\_guidelines.htm](http://www.nps.gov/history/hps/tps/standards_guidelines.htm)

### **National Park Service, Preservation Briefs**

(Easy-to read guidance on preserving, rehabilitating and restoring historic properties.)

<http://www.nps.gov/history/hps/tps/briefs/presbhom.htm>

### **National Park Service, Preservation Tech Notes**

(Practical information on traditional practices and innovative techniques for successfully maintaining and preserving cultural resources.)

<http://www.nps.gov/history/hps/tps/technotes/tnhome.htm>

### ***Confinement and Ethnicity: An Overview of World War II Japanese American Relocation Sites***

[http://www.nps.gov/history/history/online\\_books/anthropology74/index.htm](http://www.nps.gov/history/history/online_books/anthropology74/index.htm)

### **"Japanese Americans in World War II" Draft National Historic Landmark Theme Study**

<http://www.nps.gov/history/nhl/themes/JPNAmericanTS.pdf>

# Matching Share

# ***MATCHING SHARE***

## **1. What are the basic requirements for the matching share?**

The nonfederal match (cash and in-kind contributions) must meet the criteria summarized below. Please refer to the appropriate OMB Circulars for additional guidance.

### **The nonfederal match must:**

- Directly benefit and be specifically identifiable to the project or program;
- Be necessary and reasonable for proper and efficient accomplishment of project or program objectives;
- Be verifiable from the grant recipient's records (e.g., timesheets to track how much time an employee spends on the Japanese American Confinement Sites grant-assisted project); and
- Be allowable under cost principles defined in OMB Circulars (see OMB Circular A-87 (2 CFR 225) for cost principles for grants to state, tribal and local governments; OMB Circular A-21 (2 CFR 220) for cost principles for grants to institutions of higher education; or OMB Circular A-122 (2 CFR 230) for cost principles for grants to non-profit institutions).

### **The nonfederal match must not be:**

- Included as contributions for any other Federally assisted project or program (i.e., the same item cannot be used to match two different Federally assisted projects or programs); or
- Paid by the Federal Government under another award, except where authorized by Federal statute to be used for cost sharing or matching (i.e., Federal funds or Federally supported costs cannot be used as matching share).

## **2. What types of match are acceptable?**

Acceptable types of a nonfederal match could be composed of cash or in-kind contributions (such as services, supplies, materials, equipment, buildings, or land\*) provided by the grant recipient or nonfederal third parties. \*Please note that land applies only to those sites identified in Public Laws 109-441 and 111-88: Heart Mountain, Honouliuli, Jerome, Rohwer, and Topaz.

In-kind contributions are eligible only to the extent that they represent actual necessary costs to which Federal grant funds could be applied. In-kind contributions must be reasonable, allowable, and allocable. For example, fundraising costs are not allowable costs for Federal grant funds, and therefore, fundraising costs cannot be counted towards the required nonfederal matching share.

## **3. How should I place a value on in-kind contributions?**

In-kind contributions of services, supplies, materials, equipment, buildings, and land\*, will be evaluated relative to value based on guidelines established in the OMB Circulars A-102 and A-110 (see below for additional information on the OMB Circulars). The basis for determining the valuation of these in-kind contributions must be documented. In some cases, it may be necessary for an independent appraiser to establish the fair market value of the in-kind contribution, and that the value or rate be certified by the grant recipient. \*Please note that land applies only to those sites identified in Public Laws 109-441 and 111-88: Heart Mountain, Honouliuli, Jerome, Rohwer, and Topaz.

Below is a summary of valuing in-kind contributions:

***Volunteer services***

Volunteer services furnished by professional and technical personnel, consultants, and other skilled and unskilled labor may be counted as a nonfederal match if the service is an integral and necessary part of an approved project. Rates for volunteer services shall be consistent with those paid for similar work in the grant recipient's organization. In those instances in which the required skills are not found in the grant recipient's organization, rates shall be consistent with those paid for similar work in the labor market in which the grant recipient competes for the type of services involved. In either case, paid fringe benefits that are reasonable, allowable, and allocable may be included in the valuation.

***Donated services***

When an employer other than the grant recipient furnishes the services of an employee, these services shall be valued at the employee's regular rate of pay (plus an amount of fringe benefits that are reasonable, allowable, and allocable but exclusive of overhead costs), provided these services are in the same skill for which the employee is normally paid.

***Donated supplies & materials***

Donated supplies may include such items as expendable equipment, office supplies, laboratory supplies, workshop or classroom supplies, and construction materials such as bricks and lumber, needed to perform the grant-assisted work. Value assessed to donated supplies included in the nonfederal match shall be reasonable and shall not exceed the fair market value of the supplies at the time of the donation.

***Donated equipment***

Donated equipment shall not exceed the fair market value of equipment of the same age and condition at the time of donation.

***Loaned equipment***

Loaned equipment shall not exceed its fair rental value.

***Donated space***

Donated space shall not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality.

***Donated buildings***

Donated buildings shall not exceed the fair market value at the time of donation to the recipient as established by an independent appraiser and certified by a responsible official of the recipient.

***Donated land\****

Donated land for the preservation of these sites will be considered as a nonfederal match if the land is an integral part of the grant proposal, is part of the historic site, and will be accessible to the general public. Donations of land value must be supported by an appraisal, meeting the Uniform Standards for Federal Land Acquisitions (available at [www.usdoj.gov/enrd/land-ack/](http://www.usdoj.gov/enrd/land-ack/)), and must be certified by a responsible official of the recipient. \*Please note that land only applies to those sites identified in Public Laws 109-441 and 111-88: Heart Mountain, Honouliuli, Jerome, Rohwer, and Topaz.



**4. Can cash or in-kind contributions that were obtained before the grant award be counted towards the nonfederal match?**

Cash that was obtained but not expended prior to the effective date of the grant award may be used as a nonfederal match. However, if the applicant has expended funds to acquire goods or services, see the section below on costs incurred prior to the grant award. Likewise, a commitment for an in-kind contribution (e.g. a third party promises to print a document at no cost to the applicant) may be considered as a nonfederal match. However, if the in-kind good or service has been utilized or acquired prior to the award (e.g. volunteer work has already been performed, or land has already been purchased), see the section below on pre-agreement costs.

**5. Where can I learn more about matching share requirements?**

The National Park Service (NPS) administers the Japanese American Confinement Sites grant program in keeping with Federal-wide grant-making requirements. These requirements are contained in grants management circulars issued by the Office of Management and Budget (OMB). For grants to state, tribal and local governments, OMB Circular A-102 (codified by the Department of the Interior in 43 CFR 12.64), stipulates matching share requirements. For grants to institutions of higher education and non-profit institutions, OMB Circular A-110 (see 43 CFR 12.923) contains matching share requirements that are quite similar to those in Circular A-102.

**6. What types of costs can be covered by the grant award?**

Costs covered by the Federal share of the grant award must be: 1) directly related, 2) necessary, and 3) reasonable for the proper and efficient accomplishment of project objectives. Please refer to the following OMB Circulars to help answer questions about specific types of allowable costs for Federal grants. For grants to state, tribal and local governments, OMB Circular A-87 (2 CFR 225) delineates allowable costs. For grants to institutions of higher education see OMB Circular A-21 (2 CFR 220). OMB Circular A-122 (2 CFR 230) delineates allowable costs for non-profit institutions.

**7. May we apply for a grant to fund a project that we are currently working on?**

It is the intent of NPS that funds be awarded to assist work not yet undertaken, rather than to help pay for work already begun or completed. However, work to be performed on subsequent phases of a project, which have not been performed at the time of the award of the grant, may be proposed.

# Pre-Agreement Costs

## ***PRE-AGREEMENT COSTS***

### **1. Can we use this grant to cover costs incurred prior to the grant award?**

Work performed prior to the grant award, and projects that have already been completed, typically may not be funded through this grant program. However, in certain circumstances, costs incurred prior to the effective date of the grant award--also referred to as "pre-agreement" or "pre-award" costs--may be approved by the NPS.

For example, some costs must be incurred before a grant application can be submitted to NPS in order to provide the required descriptive and cost data for the grant proposal. A second example would be the costs incurred to complete one phase of a project, which is a necessary component of the subsequent phase of the project proposed in the grant application. Examples of costs in these two circumstances include the costs of appraisals, site investigation and selection, site planning, feasibility studies, preliminary design, environmental assessment, preparation of cost estimates, construction drawings and specifications. These costs may be eligible pre-agreement costs, although incurred prior to NPS concurrence.

If the time span between the point the costs were incurred and the initiation of the grant-supported work exceeds the standard of reasonableness, then such pre-award costs cannot be claimed to be either directly related or necessary to achieve the work that is to be performed with the grant funds being awarded. NPS customarily considers costs incurred up to one year preceding the award of the grant as being within a reasonable timeframe. The NPS will evaluate if these costs are allowable through a formal process (please see guidance on pre-agreement costs below). If it is determined that the pre-agreement costs are allowed, the NPS will provide written approval and also specifically include this in the grant agreement.

### **2. How do I obtain approval for pre-agreement costs?**

In certain circumstances, the NPS may approve pre-agreement costs to be part of the Federally funded project; those costs could then be counted as matching share or reimbursed by the grant funds. Any pre-agreement costs incurred as part of your grant project must be approved in writing by NPS and be authorized to be applied to this grant in accordance with the appropriate OMB Circular (OMB Circular A-122 (2 CFR 230), Cost Principles for Nonprofit Organizations; OMB Circular A-21 (2 CFR 220), Cost Principles for Educational Institutions; or OMB Circular A-87 (2 CFR 225), Cost Principles for State, Local, and Tribal Governments).

If NPS agrees to consider the pre-agreement costs for a Japanese American Confinement Sites grant project, the grantee must submit the following materials to NPS for review:

1. A letter requesting approval for pre-agreement costs including: an outline of the work that was completed prior to the awarding of the grant agreement; an explanation of how the completed work fits into the proposed work being funded under the current grant agreement; and the dates that the pre-agreement work was completed.
2. Copies of all receipts or invoices for completed work, and their accompanying payment checks documenting that the funds have been expended.
3. Copies of plans and specifications for all work completed as part of pre-agreement costs. Good quality photographs showing detailed images of the completed work must be included with the plans and specification.

4. A letter from your State Historic Preservation Officer stating that they have reviewed the work in compliance with Section 106 of the National Historic Preservation Act, and that the work has had, or will have, no adverse effect on the property.
5. Documentation that all contractors or consultants paid through Federal or matching grant funds were competitively selected along with a copy of the professional qualifications for the selected contractor(s).

NPS will review the above documentation and make a decision as to whether the pre-agreement costs are allowable. A letter will then be sent to the grantee with the final decision. If approved, documentation of the pre-award costs must be retained by the grantee for review during the grantee's final audit.

# Contracting and Procurement

## ***PROCUREMENT STANDARDS***

\*Documentation of procurements does not have to be submitted to NPS, but must be retained in grantee's files for audit purposes, unless otherwise stipulated in the grant agreement between the grantee and the National Park Service.

### A. Applicability.

This document provides standards and guidelines applicable to procurement of supplies, equipment, construction work, and other services supported with Federal grant funds for the Japanese American Confinement Sites (JACS) grant program. These standards are designed to ensure that such materials and services are obtained efficiently and economically and in compliance with applicable Federal laws, and OMB Circular A-102, as codified in 43 CFR 12.76 (for State, local, and tribal governments), and OMB Circular A-110, as codified in 43 CFR 12.940-948 (for institutions of higher education and non-profit organizations).

### B. Grantee/Grantor Responsibility.

1. The grantee is responsible for the settlement of all contractual and administrative issues arising out of procurements entered into in support of a grant. These include, but are not limited to: source evaluation, protests, disputes, and claims. NPS will not substitute its judgment for that of the grantee unless the matter is primarily a Federal concern. Violations of law are to be referred to the local, State, or Federal authority having proper jurisdiction.
2. Grantees shall use their own procurement procedures which reflect applicable State and local laws and regulations, provided that procurements for JACS-assisted work conform to the standards set forth in this document and applicable Federal laws. Accordingly, if State or local requirements are more stringent, the grantee must comply with those more restrictive requirements.
3. Grantees should not execute contracts or sub-grant agreements until the grant agreement against which costs will be charged has been executed by NPS, unless written NPS authorization for such pre-agreement costs is obtained.
4. Grantees shall maintain a contract administration system ensuring that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

### C. Code of Conduct.

Grantees will maintain a written code or standards of conduct which shall govern the performance of their officers, employees, or agents engaged in the award and administration of contracts supported by JACS grant funds. No employee, officer, or agent of the grantee shall participate in the selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.

Such a conflict would arise when any of the following has a financial or other interest in the firm selected for award: (1) the employee, officer, or agent; (2) any member of his immediate family; (3) his or her partner; or (4) an organization which employs, or is about to employ, any of the above.

The grantee's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-grant agreements. Grantees may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.

To the extent permitted by State or local law or regulations, such standards of conduct shall provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the grantee's officers, employees, or agents, or by contractors or their agents.

D. Procurement Procedures.

The grantee shall establish procurement procedures which provide that proposed procurement actions shall be reviewed by grantee officials to avoid the purchase of unnecessary or duplicative items. Consideration should be given to consolidation or breakdown as appropriate, to obtain a more economical purchase. Where appropriate, an analysis shall be made of lease-versus-purchase alternatives and any other appropriate analysis to determine which approach is the most economical. Grantees and subgrantees are encouraged to enter into State and local intergovernmental agreements for procurement or use of common goods and services.

E. Contracting with Minority Business Enterprise and Woman Business Enterprise Firms.

1. It is the Federal Government's policy to award a fair share of contracts to Minority Business Enterprises (MBEs) and Woman Business Enterprises (WBEs). The instructions regarding the reporting of MBEs/WBEs under grants and cooperative agreements awarded by the Department of the Interior (DOI) bureaus and offices are based on Executive Orders 11625, 12138, and 12432. In accordance with 43 CFR 12.76 (or 43 CFR 12.944 for institutions of higher education and nonprofit organizations), affirmative steps must be taken to assure that MBEs/WBEs are utilized when possible as sources of supplies, equipment, construction, and services. The affirmative steps shall include the following:

- Including qualified MBEs/WBEs on solicitation lists;
- Assuring that MBEs/WBEs are solicited once they are identified;
- When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit maximum MBE/WBE participation;
- Where feasible, establishing delivery schedules which will encourage MBE/WBE participation;
- Encouraging use of the services of the U.S. Department of Commerce's Minority Business Development Agency (MBDA) and the U.S. Small Business Administration to identify MBEs/WBEs, as required;
- If any subcontracts are to be let, requiring the prime contractor to take the affirmative steps listed above.

2. Minority Business Enterprise (MBE). An MBE is a business concern that is (1) at least 51 percent owned by one or more minority individuals, or, in the case of a publicly owned business, at least 51 percent of the stock is owned by one or more minority individuals; and

(2) whose daily business operations are managed and directed by one or more of the minority owners. Executive Order 11652 designates the following: (1) Black American (with origins from Africa); (2) Hispanic American (with origins from Puerto Rico, Mexico, Cuba, South or Central America); (3) Native American (American Indian, Eskimo, Aleut, or native Hawaiian); (4) Asian-Pacific American (with origins from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the Republic of Palau, the Republic of the Marshall Islands, and the Federated States of Micronesia, Northern Marianas, Laos, Cambodia, Taiwan or the Indian subcontinent); or (5) other groups whose members are U.S. citizens and are found to be disadvantaged by the Small Business Administration pursuant to section 8(d) of the Small Business Act as amended (15 U.S.C. 637(d)), or the Secretary of Commerce.

3. Women's Business Enterprise (WBE). A WBE is a business concern that is, (1) at least 51 percent owned by one or more women, or, in the case of a publicly owned business, at least 51 percent of the stock is owned by one or more women; and, (2) whose daily business operations are managed and directed by one or more of the women owners. Business firms which are 51 percent owned by minorities or women, but are in fact managed and operated by non-minority individuals do not qualify for meeting MBE/WBE procurement goals.

4. Grantees are encouraged to procure goods and services from labor surplus areas.

F. Types of Contracts.

The types of contracts which are allowable when Federal funds are involved include cost reimbursement contracts, firm fixed-price contracts, fixed-price incentive contracts, or cost-plus-a-fixed-fee contracts. Other types of special contracts may be acceptable, depending upon the individual circumstances. However, cost-plus-a-percentage-of-cost and percentage-of-construction-cost contracts may not be used under any circumstances, and costs incurred under these types of contracts are unallowable.

G. Selection Procedures.

1. All procurement transactions, regardless of whether by sealed bids or by negotiation, and without regard to dollar value, shall be conducted in a manner that provides maximum open and free competition consistent with this document. Procurement procedures shall not restrict or eliminate competition. Examples of what is considered to be restrictive of competition include, but are not limited to: (1) placing unreasonable requirements on firms in order for them to qualify to do business, (2) noncompetitive practices between firms, (3) organizational conflicts of interest, and (4) unnecessary experience and bonding requirements.
2. The grantee shall have written selection procedures which stipulate that:
  - a. Solicitations of offers, whether by competitive sealed bids or competitive negotiation, shall:
    - 1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured but which does not unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured, and, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its



intended use. (Detailed product specifications should be avoided). When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equal" description may be used. The specific features of the named brand which must be met by offers shall be clearly stated.

- 2) Clearly set forth all requirements which offers must fulfill and all other factors to be used in evaluating bids or proposals, such as a deadline for completion of project work.
- b. Contract awards shall be made only to responsible contractors that possess the potential ability to perform successfully under the terms and conditions of proposed procurement. Contractor integrity, compliance with public policy, record of past performance, and financial and technical resources should be considered. (Note: evidence of default, adverse record of past performance, or related factors are necessary to demonstrate lack of responsibility.)
- c. Contract awards shall not be made to a former employee, contractor or professional who has developed or has drafted bid specifications, requirements, a statement of work, an invitation for bids, and/or a request for proposals for a particular procurement. Project records must include evidence of an analysis by the SHPO that the solicitation or specifications were nonrestrictive.
3. Consultants. States shall apply State government policies with respect to use and payment of consultant services, shall ensure that those policies apply equally to the use of consultants paid for by JACS grant funds and by other matching funds, and shall ensure that these will include, at a minimum, the standards described below. They do not apply to the use of consultants whose fees are treated as an indirect cost.
4. Written Agreements. Written agreements between the parties shall be executed which detail the responsibilities, standards, and fees. The grantee shall ensure that the agreement includes the following provisions pertaining to consultant conduct:
  - a. A consultant shall not use his/her position for the actual or apparent purpose of private gain other than payment for services rendered for himself/herself or another person, particularly one with whom he/she has family, business, or financial ties.
  - b. A consultant shall not convey inside information that has not become part of the body of public information and that would not be available upon request, directly to any person for the purpose of private gain for himself/herself or another person, particularly one with whom he/she has family, business, or financial ties.
  - c. A consultant shall not, either for or without compensation, engage in teaching, lecturing, or writing that is dependent on information obtained as a result of his/her employment with the grantee, except when that information has been made available to the general public or will be made available upon request, or when the SHPO gives written authorization for the use of non-public information on the basis that the use is in the public interest.

#### H. Methods of Procurement.

Procurement under JACS grants shall be made by one of the following methods: 1) small purchase procedures; 2) competitive sealed bids (formal advertising); 3) competitive negotiation; 4) noncompetitive negotiation.

1. Small purchase procedures. Small purchase procedures are simple, informal methods (i.e., imprest funds, purchase orders, blanket purchase agreements) used for a procurement of services, supplies or other property, costing in the aggregate not more than \$100,000. Grantees shall comply with State or local small purchase dollar limits if they are lower than the Federal Threshold of \$100,000. If small purchase procedures are used for a procurement under a grant, price or rate quotations shall be obtained from an adequate number of qualified sources to assure competition.
2. Competitive sealed bids. In competitive sealed bids (formal advertising), sealed bids are publicly solicited, and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is lowest in price, and is most advantageous to the grantee, considering price, discounts, transportation costs, taxes, and the contractor's ability to fulfill the contract.
  - a. In order for formal advertising to be feasible, the following conditions must be present:
    - 1) A complete, adequate and realistic specification or purchase description is available, which avoids unnecessarily restrictive specifications or requirements which might unduly limit the number of bidders.
    - 2) Two or more responsible suppliers are willing and able to compete effectively for the grantee's business.
    - 3) The procurement lends itself to a firm-fixed-price contract, and selection of the successful bidder can appropriately be made principally on the basis of price.
  - b. If formal advertising is used for a grant procurement, the following requirements apply:
    - 1) A sufficient time prior to the date set for opening of bids, bids shall be solicited from an adequate number of known suppliers. (The period allowed for bids to be submitted should generally be at least 20 to 30 calendar days). In addition, the invitation shall be publicly advertised.
    - 2) The invitation for bids, including specifications and pertinent attachments, shall clearly define the items or services needed in order for the bidders to properly respond to the invitation.
    - 3) All bids shall be opened publicly at the time and place stated in the invitation for bids.
    - 4) A firm-fixed-price contract award shall be made by written notice to that responsible bidder whose bid, conforming to the invitation for bids, is lowest. Where specified in the bidding documents, factors such as discounts, transportation costs, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine low bid when prior experience of the grantee indicates that such discounts are generally taken.

- 5) Any or all bids may be rejected when there are sound documented business reasons in the best interest of the program. If all bids are rejected as too costly, and the scope of work is then substantially altered, the work must be re-advertised.
- c. Guide to Formal Advertising. Formal advertising, with adequate purchase descriptions, sealed bids, and public openings will be the required method of procurement unless negotiation is necessary to accomplish sound procurement. Procurements of \$100,000 or less need not be formally advertised unless otherwise required by State or local law or regulation.

Formal advertising includes placing the "Invitation to Bid" in a major newspaper that covers the area affected by the project. Notices should be published at least three times (which can be either three successive times in one publication, or published one time simultaneously in three different publications). Use of pre-selected bid lists, posting in public places, and publication in trade journals and magazines are legitimate steps to ensure free and open competition and reflect prudent administration of Federal funds if used in conjunction with newspaper and other mass media announcements. Minimum documentation of formal advertising for audit purposes consists of a copy of the actual advertisement run in appropriate newspapers with an invoice showing the dates published.

The formal advertisement must state that Federal funds are involved and that compliance with all applicable Federal, State, and local laws, rules, and regulations is required. After all bids are received, they should be tabulated and summarized in a manner that will facilitate comparison of the relative advantages and disadvantages of each bid. In awarding contracts which include additive and deductive bid items, the award procedures should include a disclosure of the selection priority for these items. This tabulation and/or summary should be signed and dated to provide documentation as to the basis for awarding the bid.

It is not always necessary to award the contract to the lowest bidder simply because it is the lowest. There may be important considerations that obviate such action, such as State or local laws and regulations which make provisions for implementation of socioeconomic programs giving priority to the disabled, small business, or minority-owned contractors. However, the justification for doing so should be documented in writing. NPS should be consulted when there is: (1) failure to receive a sufficient number of bids; (2) great disparity in bid quotations; or (3) intent to award a contract to other than the low bidder.

If no bid or no acceptable bids are received, a contract can be negotiated for the same scope of work if each bidder is given notice of this intent and a reasonable opportunity to negotiate. In such circumstances, notices concerning negotiations should be sent to all bidders, if any, by certified mail with "signed receipt requested" to provide documentation of compliance. Any material change in the invitation to bid, including changes in specifications, would necessitate re-advertising.

In accordance with OMB Circular A-110, nonprofit grantees may select the most appropriate procurement procedure without prior concurrence by NPS, unless a sole source procurement in excess of \$100,000 is involved. However, nonprofit grantees must maintain procurement records for all purchases in excess of \$100,000 which shall

include the following: (1) basis for contractor selection; (2) justification for lack of competition when competitive bids or offers are not obtained; and (3) basis for award cost or price.

3. Competitive negotiation. In competitive negotiation, proposals are requested from a number of sources and the Request for Proposal is distributed to several prospective bidders, negotiations are normally conducted with more than one of the sources submitting offers, and either a fixed-price or cost-reimbursable type contract is awarded, as appropriate. Competitive negotiation may only be used if conditions are not appropriate for the use of formal advertising. If competitive negotiation is used for a procurement under a grant, the following requirements shall apply:
  - a. Proposals shall be solicited from an adequate number of qualified sources to permit reasonable competition consistent with the nature and requirements of the procurement. The Request for Proposals shall be publicized (distributed to several prospective bidders; it does not require publication) and reasonable requests by other sources to compete shall be honored to the maximum extent practicable.
  - b. The Request for Proposals shall identify all significant evaluation factors, including price or cost where required and their relative importance.
  - c. The grantee shall provide mechanisms for technical evaluation of the proposals received, determinations of responsible offerors for the purpose of written or oral discussions, and selection for contract award.
  - d. Award may be made to the responsible offeror whose proposal will be most advantageous to the procuring party, price and other factors considered. Unsuccessful offerors should be notified promptly.
  - e. Grantees must use competitive negotiation procedures for procurement of architectural/engineering professional services, whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. Resumes, references, and past work experience will be evaluated to assess professional qualifications for procurement of professional services.
4. Noncompetitive negotiation. Noncompetitive negotiation is procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate. Noncompetitive negotiation may be used when the award of a contract is infeasible under small purchase, competitive bidding (formal advertising), or competitive negotiation procedures. Circumstances under which a contract may be awarded by noncompetitive negotiation are limited to the following:
  - a. The item is available only from a single source (which is often best documented after no responses are received from a preliminary formal advertising);
  - b. Public exigency or emergency when the urgency for the requirement will not permit a delay incident to competitive solicitation;
  - c. NPS authorizes in writing noncompetitive negotiation because of compelling special circumstances; or

d. After solicitation of a number of sources, competition is determined inadequate.

I. Cost or Price Analysis.

Grantees shall perform some form of cost or price analysis in connection with every procurement action, including contract modifications. Costs or prices based on estimated costs for contracts under grants shall be allowed only to the extent that costs incurred or cost estimates included in negotiated prices are consistent with Federal cost principles. In particular, a change order must not be used to increase the cost of a contract which was deliberately underbid to get the award. Change orders to adjust the cost of the contract without an increase in scope may be adjusted for materials and labor costs only. The fixed fee profit amount must remain the same.

J. Grantee Procurement Records.

Grantees shall maintain records sufficient to detail the history of a procurement. These records shall include, but are not necessarily limited to the following information: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the cost or price.

K. Contract Provisions.

In addition to provisions defining a sound and complete procurement contract, any recipient of Federal grant funds shall include the following contract provisions or conditions in all grant-related contracts and subcontracts:

1. Contracts other than small purchases shall contain provisions or conditions which will allow for administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanction and penalties as may be appropriate.
2. All contracts in excess of \$100,000 shall contain suitable provisions for termination by the grantee, including the manner by which it will be effected and the basis for settlement.
3. All construction contracts in excess of \$100,000 awarded by grantees and their contractors or subgrantees shall contain a provision requiring compliance with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR Part 60).
4. All contracts and subgrants for construction or repair shall include a provision for compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3). This Act provides that each contractor or subgrantee shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The grantee shall report all suspected or reported violations to NPS.
5. The Preservation of Japanese American Confinement Sites Act (Public Law 109-441, 120 STAT 3288, 16 USC 461) is silent about and therefore does not require compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7). Therefore State law and administrative procedures govern whether all construction contracts in excess of \$2,000 awarded by

grantees and subgrantees shall include a provision for compliance with the Davis-Bacon Act.

However, JACS grantees should be aware that the provisions of the Davis-Bacon Act are applicable when: Community Development Block Grant (CDBG) monies are used as the nonfederal share of a JACS grant; or supplemental funding is provided through a Federal program to which the Davis-Bacon Act applies.

6. The Preservation of Japanese American Confinement Sites Act (Public Law 109-441, 120 STAT 3288, 16 USC 461) is silent about and therefore does not require compliance with the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330). Therefore State law and administrative procedures govern whether all contracts awarded by grantees and subgrantees in excess of \$2,000 for construction contracts, and in excess of \$2,500 for other contracts which involve the employment of mechanics or laborers shall include a provision for compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act regarding overtime pay and safe working conditions.
7. The contract shall include notice of NPS requirements and regulations pertaining to reporting and patent rights under any contract involving research, developmental, experimental, or demonstration work with respect to any discovery or invention which arises or is developed in the course of or under such contract, and of NPS requirements and regulations pertaining to copyrights and rights in data.
8. All negotiated contracts awarded by grantees (except those awarded by small purchase procedures) shall include a provision to the effect that the grantee, the Department of the Interior, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract, for the purpose of making audit, examination, excerpts, and transcription. Grantees shall require contractors to maintain all required records for 3 years after grantees make final payments and all other pending matters are closed.
9. Contracts, subcontracts, and subgrants of amounts in excess of \$100,000 shall contain a provision which requires compliance with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857(h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency (EPA) regulations (40 CFR Part 15), which prohibit the use under non-exempt Federal contracts, grants, or loans of facilities included on the EPA List of Violating Facilities. The provision shall require reporting of violations to the grantor agency (NPS) and to the EPA Assistant Administrator for Enforcement.
10. Contracts shall recognize mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-165). NPS may require changes, remedies, changed conditions, access and record retention, and suspension of work clauses approved by the Office of Federal Procurement Policy.

L. Bonding and Insurance.

Grantees are to follow their own requirements relating to bid guarantees, performance bonds, and payment bonds unless the construction contract or subcontract exceeds \$100,000. For

those over \$100,000 NPS may accept the grantee's procedures if NPS determines that the Federal Government's interests are adequately protected (see 43 CFR 12.76 or 43 CFR 12.948(c)).

1. Definitions.

- a. Bid guarantee. A bid guarantee is a firm commitment, such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- b. Performance bond. A performance bond is a bond executed in connection with a contract to secure fulfillment of all the contractor's obligations under the contract.
- c. Payment bond. A payment bond is executed in connection with a contract to assure payment, as required by law, of all persons supplying labor and material in the execution of the work provided for in the contract.

2. Contracts for Construction.

- a. Bids and contracts of \$100,000 or less. Except as otherwise required by law, the grantee shall follow its own regular requirements and practices relating to bid guarantees, performance bonds, and payment bonds.
  - b. Bids and contracts exceeding \$100,000. The recipient may follow its own regular policy and requirements if NPS has determined that the Federal Government's interest will be adequately protected. If this determination has not been made, the minimum requirements shall be as follows:
    - 1) A bid guarantee from each bidder equivalent to 5 percent of the bid price;
    - 2) A performance bond on the part of the contractor for 100 percent of the contract price; and
    - 3) A payment bond on the part of the contractor for 100 percent of the contract price.
3. Sources of Bonds. Where bonds are required in the situations described above, the bonds shall be obtained from companies holding certificates of authority as acceptable sureties (31 CFR 223). A list of these companies is published annually by the Department of the Treasury in its Circular 570 (the current list can be accessed at <http://www.fms.treas.gov/c570/c570.html>). The Department of the Treasury Circular 570 may also be obtained from the Government Printing Office, 732 North Capitol St. NW • Washington, DC 20401 (202) 512-1800.

M. Record keeping and Access to Contractor Records.

43 CFR 12.76 and 43 CFR 12.948 both require grantees (and subgrantees) to include in specified kinds of contracts a provision for access to the contractors' records by the grantee and by the Federal Government. The following applies to the provision:

1. The provision must require the contractor to place the same provision in any subcontract which would have to have the provision were it awarded directly to the subgrantee.
2. The provision must require retention of records for 3 years after final payment is made under the contract or subcontract and all pending matters are closed. The provision must also require that, if an audit, litigation, or other action involving the records is started before the end of the 3-year period, the records must be retained until all issues arising out of the action are resolved or until the end of the 3-year period, whichever is later.
3. In contracts and subcontracts under a subgrant, the provision must require that access to the records be provided to the grantee as well as the subgrantee and the Federal Government.



# Audits

## ***AUDIT REQUIREMENTS***

Any grantee who expends at least **\$500,000** of Federal grant funds (from all sources) in a fiscal year shall obtain an audit of grant expenditure records in accordance with OMB Circular A-133, which requires a Single Agency Audit. Financial audits that include costs incurred for this grant (including nonfederal matching share) must be transmitted to the Federal Audit Clearinghouse, Data Preparation Division, U.S. Bureau of the Census, 1201 E. 10th Street, Jeffersonville, Indiana 47132. A reasonable proportion of the costs of an acceptable audit performed in accordance with OMB Circular A-133 may be charged to this grant. The Clearinghouse information can be completed on line. The web address for the Federal Audit Clearinghouse is: <http://harvester.census.gov/sac/>.

Simultaneously, the grantee must submit the audit reporting package and a signed copy of the Data Collection Form for Reporting on Audits of States, Local Governments, and Non-Profit Organizations, SF-SAC, to the National Park Service.

# Forms

# *Contracting and Procurement Forms*

**Competitive Negotiation and Small Purchases Contracting  
Documentation  
Japanese American Confinement Sites Grant Program**

RETAIN FOR AUDIT

**This format should be used for contracts for professional services and other procurement to document compliance with Federal procurement standards.**

---

1) **Project Name:**\_\_\_\_\_

2) **Grant Number:**\_\_\_\_\_

3) **Contract Type:**      ☐ Professional Services  
                                 ☐ Printing  
                                 ☐ Equipment/Supplies  
                                 ☐ Other

4) **Contractors Contacted:**

**A.**

Name of Firm:\_\_\_\_\_

Contact Name:\_\_\_\_\_

City:\_\_\_\_\_ State:\_\_\_\_\_ Zip Code \_\_\_\_\_

Work Telephone:\_\_\_\_\_ Work e-mail:\_\_\_\_\_

---

**B.**

Name of Firm:\_\_\_\_\_

Contact Name:\_\_\_\_\_

City:\_\_\_\_\_ State:\_\_\_\_\_ Zip Code \_\_\_\_\_

Work Telephone:\_\_\_\_\_ Work e-mail:\_\_\_\_\_

---

**C.**

Name of Firm:\_\_\_\_\_

Contact Name:\_\_\_\_\_

City:\_\_\_\_\_ State:\_\_\_\_\_ Zip Code \_\_\_\_\_

Work Telephone:\_\_\_\_\_ Work e-mail:\_\_\_\_\_

---

**D.**

Name of Firm: \_\_\_\_\_

Contact Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Work Telephone: \_\_\_\_\_ Work e-mail: \_\_\_\_\_

---

**E.**

Name of Firm: \_\_\_\_\_

Contact Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Work Telephone: \_\_\_\_\_ Work e-mail: \_\_\_\_\_

---

**F.**

Name of Firm: \_\_\_\_\_

Contact Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Work Telephone: \_\_\_\_\_ Work e-mail: \_\_\_\_\_

---

**G.**

Name of Firm: \_\_\_\_\_

Contact Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Work Telephone: \_\_\_\_\_ Work e-mail: \_\_\_\_\_

---

**Comparative Summary of Responses Received (must be AT LEAST 3 firms). Use letter identifier from previous pages.**

<b>Letter ID or Firm Name</b>	<b>Date quote Obtained</b>	<b>Price Quote</b>	<b>Obtained How?</b>
A.			
B.			
C.			
D.			
E.			
F.			
G.			

**5) Basis for Selection**

☐ Lowest Price      ☐ Other

For the purposes of a Japanese American Confinement Sites Grant, selection criteria DOES NOT have to be the lowest price. However, the explanation for the basis used must be described.

\_\_\_\_\_  
Signature of Grantee Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**SUBGRANT/CONTRACT PAYMENT APPROVAL CHECKLIST  
JAPANESE AMERICAN CONFINEMENT SITES GRANT PROGRAM**

RETAIN FOR AUDIT

\_\_\_\_\_  
Project Name

\_\_\_\_\_  
Grant Number

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Date Payment Due

---

**PROGRAM MANAGER:**\_\_\_\_\_ **Date Received:**\_\_\_\_\_

Comments:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Draft/final product is eligible and complies with the Secretary of the Interior's Standards.

\_\_\_\_\_ Products are acceptable and in compliance with the Project Agreement.

\_\_\_\_\_ Costs charged are allowable, necessary and reasonable for the products received.

---

**GRANTS MANAGER:**\_\_\_\_\_ **Date Received:**\_\_\_\_\_

Comments:\_\_\_\_\_

\_\_\_\_\_



---

---

---

Required documentation (invoices, cancelled checks, timesheets) have been received and reviewed.

\_\_\_\_\_ Adding machine total confirms the amount requested (attached).

\_\_\_\_\_ Costs claimed are for work conducted during the subgrant period.

\_\_\_\_\_ Costs claimed are in accordance with the approved subgrant budget.

\_\_\_\_\_ Costs claimed are allowable, necessary and reasonable.

\_\_\_\_\_ Mileage rates/per diem does not exceed allowable rate.

\_\_\_\_\_ Consultant rate claimed does not exceed allowable rate.

\_\_\_\_\_ Professional qualifications for consultant are on file.

\_\_\_\_\_ Procurement documentation is on file.

\_\_\_\_\_ Non-cash matching share contributions are identified and value documented.

# *In-Kind Match Valuation Forms*

## **Value of Donated Construction Labor/Materials**

**SUBMIT WITH INVOICE/SF-270**

**AND RETAIN FOR AUDIT**

**Please note:** As noted in the grant project proposal instructions, include construction materials and labor related to the project. If this is a “lump sum” amount supplied by an architect or contractor, explain briefly what work items are included in the lump sum. Contingency and miscellaneous line items are ineligible.

\_\_\_\_\_  
**Project Name**

\_\_\_\_\_  
**Grant Number**

\_\_\_\_\_  
**Donor**

<b>Date</b>	<b>Description of Item (Labor and/or Materials)</b>	<b>Cost or Fair Market Value</b>

\_\_\_\_\_  
**Signature of Person Donating Construction Labor/Materials**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Verifying Official's Signature**

\_\_\_\_\_  
**Date**

## **Value of Donated Contractual Work**

**SUBMIT WITH INVOICE/SF-270**

**AND RETAIN FOR AUDIT**

**Please note:** As noted in the grant project proposal instructions, include payments for professional and technical consultants participating in the project. Consultant fees may be entered as a "Flat Rate" or as "No. of Days" x "Daily Rate." Use **only one** method for stating consultant fees.

---

**Project Name**

---

**Grant Number**

---

**Donor**

<b>Date</b>	<b>Name and Type of Consultant</b>	<b>Description of Work</b>	<b>Consultant Fees (Flat Rate or Number of Days X Daily Rate of Compensation)</b>	<b>Total Costs</b>

---

**Signature of Person Donating Contractual Work**

**Date**

---

**Verifying Official's Signature**

**Date**

## **Value of Donated Equipment**

**SUBMIT WITH INVOICE/SF-270**

**AND RETAIN FOR AUDIT**

**Please note:** As noted in the grant project proposal instructions, equipment is non-construction items costing \$5,000 or more, with a useful life of more than two years, and necessary to complete the proposed project. If you are renting equipment, include the daily/weekly rental costs and number of days for the rental.

Example: Backhoe - \$800/per week x 10 weeks = \$8,000

\_\_\_\_\_  
Project Name

\_\_\_\_\_  
Grant Number

\_\_\_\_\_  
Donor

Date	Item (List Type & Size of Equipment)	Value of Donation (If renting, include daily/weekly rental costs X # of days)	Total Costs

\_\_\_\_\_  
Signature of Person Donating Equipment

\_\_\_\_\_  
Date

\_\_\_\_\_  
Verifying Official's Signature

\_\_\_\_\_  
Date

### **Value of Donated Personnel & Fringe Benefits**

**SUBMIT WITH INVOICE/SF-270**

**AND RETAIN FOR AUDIT**

**Please note:** As noted in the grant project proposal instructions, **personnel** are staff employed by the agency/organization applying for the grant. Personnel costs counted as matching share may only include time spent working directly on the grant project and must be calculated as a percentage of salary. Federal employee salaries may not be counted as a matching share under this grant.

Example: John Smith, Engineer - \$80,000/annual x 20% of time working on project = \$16,000  
(hourly wages must be recalculated as salaries)

**Fringe Benefit Rates** charged to the grant may not exceed what is currently provided by the organization/agency. If you are counting fringe benefits as matching share, insert the rate amount by the appropriate name/title of position.

Project Name

**Grant Number**

Donor

Date	Name/Title of Position and Description of Work Performed	Annual Salary	% of Time Donated	Total Salary Costs	Fringe Rate %	Total Fringe Costs
Totals:						

**Signature of Person Donating Time**

**Date**

## Verifying Official's Signature

Date \_\_\_\_\_

## **Value of Donated Supplies**

**SUBMIT WITH INVOICE/SF-270**

**AND RETAIN FOR AUDIT**

**Please note:** As noted in the grant project proposal instructions, supplies are non-construction items costing less than \$5,000, with a useful life of less than two years, and necessary to complete the proposed project. Include consumable supplies and materials to be used in the project.

\_\_\_\_\_  
**Project Name**

\_\_\_\_\_  
**Grant Number**

\_\_\_\_\_  
**Donor**

<b>Date</b>	<b>Item and/or Description of Supplies/Materials Donated</b>	<b>Cost or Fair Market Value</b>

\_\_\_\_\_  
**Signature of Person Donating Supplies/Materials**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Verifying Official's Signature**

\_\_\_\_\_  
**Date**

## **Value of Donated Travel and Per Diem**

**SUBMIT WITH INVOICE/SF-270**

**AND RETAIN FOR AUDIT**

**Please note:** As noted in the grant project proposal instructions, Per Diem costs may not exceed the federally approved rates. Federal per diem rates can be found at General Services Administration website: [www.gsa.gov](http://www.gsa.gov). The Federal allowable mileage rate for 2011 is 51 cents per mile.

\_\_\_\_\_  
**Project Name**

\_\_\_\_\_  
**Grant Number**

\_\_\_\_\_  
**Donor**

<b>Date</b>	<b>Description of Trip (Including name of traveler, from/to information, and purpose of trip)</b>	<b>Subsistence Costs (Lodging and Per Diem, including cost X number of days)</b>	<b>Transportation Costs (specify type of travel and costs: airfare, rental car, personal vehicle, mileage X distance, etc)</b>	<b>Total Costs</b>

\_\_\_\_\_  
**Signature of Traveler**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Verifying Official's Signature**

\_\_\_\_\_  
**Date**



# *Payment Form*

## ***Reimbursement Form (Standard Form-270)***

Grantees should submit Standard Form-270 in addition to the documentation listed on the "Request for Reimbursement Check List," when requesting grant funds.

Please note, as stated in the Grant Agreement for your grant award, "grant funds will be provided on a **reimbursement basis only**; that is, the NPS will not provide advance payments. After the grantee successfully reaches a defined benchmark, completes an interim progress report and submits all required documentation, including a Standard Form 270 (SF-270), *Request for Advance or Reimbursement* form, the NPS will reimburse the grantee."

An interactive Request for Reimbursement Form (Standard Form-270), including instructions, is available on the Japanese American Confinement Sites Grant Program web site at <http://www.nps.gov/history/HPS/hpg/JACS/index.html>.



## JAPANESE AMERICAN CONFINEMENT SITES GRANT PROGRAM

### REQUEST FOR REIMBURSEMENT CHECK LIST

#### **Please submit the following documentation with each request for reimbursement:**

*Please note, as stated in the Grant Agreement for your grant award, "grant funds will be provided on a reimbursement basis only; that is, NPS will not provide advance payments. After the grantee successfully reaches a defined benchmark, completes an interim report and submits all required documentation, including a Standard Form 270 (SF-270), Request for Advance or Reimbursement form, the NPS will reimburse the grantee."*

- \_\_\_\_\_ **1) Standard Form 270 (SF-270), Request for Reimbursement.** A Standard Form 270 (SF-270), Request for Advance or Reimbursement, must be mailed to the NPS Grant Program Manager for approval of payment requests. The SF-270 must cite the grant agreement number and modification number (if applicable). The NPS Grant Program Manager will review and approve the SF-270 and forward the SF-270 to the Contracting Officer. Payment will be made by Electronic Funds Transfer directly into the grantee banking account as previously provided to NPS. *NPS approval of payment requests is based on satisfaction of grant conditions and documentation that matching funds have been expended at the same rate as federal funds are requested.*
  
- \_\_\_\_\_ **2) Expense Table.** Include a table indicating your expenses (both federal and non-federal match) for the reporting period for which you are requesting reimbursement. A second table should reflect the cumulative expenses (both federal and non-federal match) to date. Please note, this may cover multiple reporting periods.
  
- \_\_\_\_\_ **3) Cash Match documentation (as applicable).** Following are some examples of ways to demonstrate that your cash match has been secured:
  - \*Pledge letters or emails from individuals and organizations promising to donate money to the project
  - \*Copies of bank statements or checks
  - \*Grant award letters
  - \*Invoices for items secured for the project
  
- \_\_\_\_\_ **4) In-kind match valuation forms (as applicable):**
  - \*Value of Donated Construction Labor/Materials Form
  - \*Value of Donated Contractual Work Form
  - \*Value of Donated Equipment Form
  - \*Value of Donated Personnel & Fringe Benefits Form
  - \*Value of Donated Supplies Form
  - \*Value of Donated Travel and Per Diem Form

Please submit all documents listed above to the attention of the NPS Grant Program Manager to one of the mailing addresses listed below:

#### **By US Postal Service to:**

Kara Miyagishima, Program Manager, Japanese American Confinement Sites Grant Program, National Park Service, Intermountain Region, P.O. Box 25287, Denver, CO 80225-0287

#### **By FedEx, UPS, DHL, etc., to:**

Kara Miyagishima, Program Manager, Japanese American Confinement Sites Grant Program, National Park Service, Intermountain Region, 12795 W. Alameda Parkway, Lakewood, CO 80228

**If you have any questions, please contact Kara Miyagishima by email at [Kara\\_Miyagishima@nps.gov](mailto:Kara_Miyagishima@nps.gov) or by phone at (303) 969-2885.**

<b>REQUEST FOR ADVANCE OR REIMBURSEMENT</b>  <i>(See instructions on back)</i>		OMB APPROVAL NO. <div style="text-align: center;">0348-0004</div>		PAGE _____ OF _____ PAGES
		1. TYPE OF PAYMENT REQUESTED	a. "X" one or both boxes <input type="checkbox"/> ADVANCE <input type="checkbox"/> REIMBURSEMENT  b. "X" the applicable box <input type="checkbox"/> FINAL <input type="checkbox"/> PARTIAL	2. BASIS OF REQUEST  <input type="checkbox"/> CASH  <input type="checkbox"/> ACCRUAL
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED		4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY		5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST
6. EMPLOYER IDENTIFICATION NUMBER	7. RECIPIENT'S ACCOUNT NUMBER OR IDENTIFYING NUMBER	8. PERIOD COVERED BY THIS REQUEST FROM (month, day, year) _____ TO (month, day, year) _____		
9. RECIPIENT ORGANIZATION  Name: _____  Number and Street: _____  City, State and ZIP Code: _____		10. PAYEE (Where check is to be sent if different than item 9)  Name: _____  Number and Street: _____  City, State and ZIP Code: _____		
<b>11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED</b>				
PROGRAMS/FUNCTIONS/ACTIVITIES ►	(a)	(b)	(c)	TOTAL
a. Total program outlays to date <i>(As of date)</i>	\$	\$	\$	0.00
b. Less: Cumulative program income				0.00
c. Net program outlays (Line a minus line b)	0.00	0.00	0.00	0.00
d. Estimated net cash outlays for advance period				0.00
e. Total (Sum of lines c & d)	0.00	0.00	0.00	0.00
f. Non-Federal share of amount on line e				0.00
g. Federal share of amount on line e				0.00
h. Federal payments previously requested				0.00
i. Federal share now requested (Line g minus line h)	0.00	0.00	0.00	0.00
j. Advances required by month, when requested by Federal grantor agency for use in making prescheduled advances	1st month			0.00
	2nd month			0.00
	3rd month			0.00
<b>12. ALTERNATE COMPUTATION FOR ADVANCES ONLY</b>				
a. Estimated Federal cash outlays that will be made during period covered by the advance				\$
b. Less: Estimated balance of Federal cash on hand as of beginning of advance period				
c. Amount requested (Line a minus line b)				\$ 0.00

AUTHORIZED FOR LOCAL REPRODUCTION

(Continued on Reverse)

 STANDARD FORM 270 (Rev. 7-97)  
 Prescribed by OMB Circulars A-102 and A-110

## CERTIFICATION

I certify that to the best of my knowledge and belief the data on the reverse are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.	SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL	DATE REQUEST SUBMITTED  January 5, 2011
	TYPED OR PRINTED NAME AND TITLE	TELEPHONE (AREA CODE, NUMBER, EXTENSION)

This space for agency use

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0004), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

## INSTRUCTIONS

Please type or print legibly. Items 1, 3, 5, 9, 10, 11a, 11f, 11g, 11i, 12 and 13 are self-explanatory; specific instructions for other items are as follows:

Item	Entry	Item	Entry
2	Indicate whether request is prepared on cash or accrued expenditure basis. All requests for advances shall be prepared on a cash basis.		activity. If additional columns are needed, use as many additional forms as needed and indicate page number in space provided in upper right; however, the summary totals of all programs, functions, or activities should be shown in the "total" column on the first page.
4	Enter the Federal grant number, or other identifying number assigned by the Federal sponsoring agency. If the advance or reimbursement is for more than one grant or other agreement, insert N/A; then, show the aggregate amounts. On a separate sheet, list each grant or agreement number and the Federal share of outlays made against the grant or agreement.	11a	Enter in "as of date," the month, day, and year of the ending of the accounting period to which this amount applies. Enter program outlays to date (net of refunds, rebates, and discounts), in the appropriate columns. For requests prepared on a cash basis, outlays are the sum of actual cash disbursements for goods and services, the amount of indirect expenses charged, the value of in-kind contributions applied, and the amount of cash advances and payments made to subcontractors and subrecipients. For requests prepared on an accrued expenditure basis, outlays are the sum of the actual cash disbursements, the amount of indirect expenses incurred, and the net increase (or decrease) in the amounts owed by the recipient for goods and other property received and for services performed by employees, contracts, subgrantees and other payees.
6	Enter the employer identification number assigned by the U.S. Internal Revenue Service, or the FICE (institution) code if requested by the Federal agency.	11b	Enter the cumulative cash income received to date, if requests are prepared on a cash basis. For requests prepared on an accrued expenditure basis, enter the cumulative income earned to date. Under either basis, enter only the amount applicable to program income that was required to be used for the project or program by the terms of the grant or other agreement.
7	This space is reserved for an account number or other identifying number that may be assigned by the recipient.	11d	Only when making requests for advance payments, enter the total estimated amount of cash outlays that will be made during the period covered by the advance.
8	Enter the month, day, and year for the beginning and ending of the period covered in this request. If the request is for an advance or for both an advance and reimbursement, show the period that the advance will cover. If the request is for reimbursement, show the period for which the reimbursement is requested.	13	Complete the certification before submitting this request.
Note:	The Federal sponsoring agencies have the option of requiring recipients to complete items 11 or 12, but not both. Item 12 should be used when only a minimum amount of information is needed to make an advance and outlay information contained in item 11 can be obtained in a timely manner from other reports.		
11	The purpose of the vertical columns (a), (b), and (c) is to provide space for separate cost breakdowns when a project has been planned and budgeted by program, function, or		

# *Reporting Forms*

## ***Federal Financial Report (FFR, or Standard Form 425)***

The Federal Financial Report (FFR, or Standard Form-425) must be submitted with the Interim Progress Report, and also the Final Project Report, as stipulated in your Grant Agreement.

An interactive FFR, and also instructions, may be found at the Japanese American Confinement Sites Grant Program web site at <http://www.nps.gov/history/HPS/hpg/JACS/index.html>

The FFR replaces the Standard Form-269 (Financial Status Report) and the Standard Form-272 (Federal Cash Transactions Report).

# FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)		Page <b>1</b>	of  pages		
3. Recipient Organization (Name and complete address including Zip code)							
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting  <input type="checkbox"/> Cash <input type="checkbox"/> Accrual			
8. Project/Grant Period From: (Month, Day, Year) To: (Month, Day, Year)			9. Reporting Period End Date (Month, Day, Year)				
10. Transactions				Cumulative			
(Use lines a-c for single or multiple grant reporting)							
Federal Cash (To report multiple grants, also use FFR Attachment):							
a. Cash Receipts							
b. Cash Disbursements							
c. Cash on Hand (line a minus b)							
(Use lines d-o for single grant reporting)							
Federal Expenditures and Unobligated Balance:							
d. Total Federal funds authorized							
e. Federal share of expenditures							
f. Federal share of unliquidated obligations							
g. Total Federal share (sum of lines e and f)							
h. Unobligated balance of Federal funds (line d minus g)							
Recipient Share:							
i. Total recipient share required							
j. Recipient share of expenditures							
k. Remaining recipient share to be provided (line i minus j)							
Program Income:							
l. Total Federal program income earned							
m. Program income expended in accordance with the deduction alternative							
n. Program income expended in accordance with the addition alternative							
o. Unexpended program income (line l minus line m or line n)							
11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
			g. Totals:				
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:							
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)							
a. Typed or Printed Name and Title of Authorized Certifying Official						c. Telephone (Area code, number and extension)	
						d. Email address	
b. Signature of Authorized Certifying Official						e. Date Report Submitted (Month, Day, Year)	
						f. Date Report Submitted (Month, Day, Year)	
14. Agency use only:							

Standard Form 425  
OMB Approval Number: 0348-0061  
Expiration Date: 10/31/2011

## Paperwork Burden Statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.



## Federal Financial Report Instructions

### Report Submissions

- 1) Recipients will be instructed by Federal agencies to submit the *Federal Financial Report (FFR)* to a single location, except when an automated payment management reporting system is utilized. In this case, a second submission location may be required by the agency.
- 2) If recipients need more space to support their *FFRs*, or *FFR Attachments*, they should provide supplemental pages. These additional pages must indicate the following information at the top of each page: Federal grant or other identifying number (if reporting on a single award), recipient organization, Data Universal Numbering System (DUNS) number, Employer Identification Number (EIN), and period covered by the report.

### Reporting Requirements

- 1) The submission of interim *FFRs* will be on a quarterly, semi-annual, or annual basis, as directed by the Federal agency. A final *FFR* shall be submitted at the completion of the award agreement. The following reporting period end dates shall be used for interim reports: 3/31, 6/30, 9/30, or 12/31. For final *FFRs*, the reporting period end date shall be the end date of the project or grant period.
- 2) Quarterly and semi-annual interim reports shall be submitted no later than 30 days after the end of each reporting period. Annual reports shall be submitted no later than 90 days after the end of each reporting period. Final reports shall be submitted no later than 90 days after the project or grant period end date.

Note: For single award reporting:

- 1) Federal agencies may require both cash management information on lines 10(a) through 10(c) and financial status information lines 10(d) through 10(o).
- 2) 10(b) and 10(e) may not be the same until the final report.

### Line Item Instructions for the Federal Financial Report

FFR Number	Reporting Item	Instructions
<b>Cover Information</b>		
1	Federal Agency and Organizational Element to Which Report is Submitted	Enter the name of the Federal agency and organizational element identified in the award document or as instructed by the agency.
2	Federal Grant or Other Identifying Number Assigned by Federal Agency	For a single award, enter the grant number assigned to the award by the Federal agency. For multiple awards, report this information on the <i>FFR Attachment</i> . <i>Do not complete this box if reporting on multiple awards.</i>
3	Recipient Organization	Enter the name and complete address of the recipient organization including zip code.
4a	DUNS Number	Enter the recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number.
4b	EIN	Enter the recipient organization's Employer Identification Number (EIN).
5	Recipient Account Number or Identifying Number	Enter the account number or any other identifying number assigned by the recipient to the award. This number is for the recipient's use only and is not required by the Federal agency. For multiple awards, report this



FFR Number	Reporting Item	Instructions
		information on the <i>FFR Attachment</i> . <i>Do not complete this box if reporting on multiple awards.</i>
6	Report Type	Mark appropriate box. <i>Do not complete this box if reporting on multiple awards.</i>
7	Basis of Accounting (Cash/Accrual)	Specify whether a cash or accrual basis was used for recording transactions related to the award(s) and for preparing this FFR. Accrual basis of accounting refers to the accounting method in which expenses are recorded when incurred. For cash basis accounting, expenses are recorded when they are paid.
8	Project/Grant Period, From: (Month, Day, Year)	Indicate the period established in the award document during which Federal sponsorship begins and ends.  Note: Some agencies award multi-year grants for a project period that is funded in increments or budget periods (typically annual increments). Throughout the project period, agencies often require cumulative reporting for consecutive budget periods. Under these circumstances, enter the beginning and ending dates of the project period not the budget period. <i>Do not complete this line if reporting on multiple awards.</i>
	Project/Grant Period, To: (Month, Day, Year)	See the above instructions for "Project/Grant Period, From: (Month, Day, Year)."
9	Reporting Period End Date: (Month, Day, Year)	Enter the ending date of the reporting period. For quarterly, semi-annual, and annual interim reports, use the following reporting period end dates: 3/31, 6/30, 9/30, or 12/31. For final <i>FFRs</i> , the reporting period end date shall be the end date of the project or grant period.
10	<b>Transactions</b> Enter cumulative amounts from date of the inception of the award through the end date of the reporting period specified in line 9. Use Lines 10a through 10c, Lines 10d through 10o, or Lines 10a through 10o, as specified by the Federal agency, when reporting on single grants. Use Line 12, Remarks, to provide any information deemed necessary to support or explain <i>FFR</i> data.	
<b>Federal Cash (To report multiple grants, also use FFR Attachment)</b>		
10a	Cash Receipts	Enter the cumulative amount of actual cash received from the Federal agency as of the reporting period end date.
10b	Cash Disbursements	Enter the cumulative amount of Federal fund disbursements (such as cash or checks) as of the reporting period end date. Disbursements are the sum of actual cash disbursements for direct charges for goods and services, the amount of indirect expenses charged to the award, and the amount of cash advances and payments made to subrecipients and contractors.  For multiple grants, report each grant separately on the <i>FFR Attachment</i> . The sum of the cumulative cash disbursements on the <i>FFR Attachment</i> must equal the amount entered on Line 10b, <i>FFR</i> .
10c	Cash On Hand (Line 10a Minus Line 10b)	Enter the amount of Line 10a minus Line 10b. This amount represents immediate cash needs. If more than three business days of cash are on hand, the Federal agency may require an explanation



FFR Number	Reporting Item	Instructions
		on Line 12, Remarks, explaining why the drawdown was made prematurely or other reasons for the excess cash.
<b>Federal Expenditures and Unobligated Balance:</b> Do not complete this section if reporting on multiple awards.		
10d	Total Federal Funds Authorized	Enter the total Federal funds authorized as of the reporting period end date.
10e	Federal Share of Expenditures	Enter the amount of Federal fund expenditures. For reports prepared on a cash basis, expenditures are the sum of cash disbursements for direct charges for property and services; the amount of indirect expense charged; the value of third-party in-kind contributions applied; and the amount of cash advance payments and payments made to subrecipients. For reports prepared on an accrual basis, expenditures are the sum of cash disbursements for direct charges for property and services; the amount of indirect expense incurred; the value of in-kind contributions applied; and the net increase or decrease in the amounts owed by the recipient for (1) goods and other property received; (2) services performed by employees, contractors, subrecipients, and other payees; and (3) programs for which no current services or performance are required. Do not include program income expended in accordance with the deduction alternative, rebates, refunds, or other credits. (Program income expended in accordance with the deduction alternative should be reported separately on Line 10o.)
10f	Federal Share of Unliquidated Obligations	Unliquidated obligations on a cash basis are obligations incurred, but not yet paid. On an accrual basis, they are obligations incurred, but for which an expenditure has not yet been recorded. Enter the Federal portion of unliquidated obligations. Those obligations include direct and indirect expenses incurred but not yet paid or charged to the award, including amounts due to subrecipients and contractors. On the final report, this line should be zero unless the awarding agency has provided other instructions.  <i>Do not include any amount in Line 10f that has been reported in Line 10e. Do not include any amount in Line 10f for a future commitment of funds (such as a long-term contract) for which an obligation or expense has not been incurred.</i>
10g	Total Federal Share (Sum of Lines 10e and 10f)	Enter the sum of Lines 10e and 10f.
10h	Unobligated Balance of Federal Funds (Line 10d Minus Line 10g)	Enter the amount of Line 10d minus Line 10g.
<b>Recipient Share:</b> Do not complete this section if reporting on multiple awards.		
10i	Total Recipient Share Required	Enter the total required recipient share for reporting period specified in line 9. The required recipient share should include all matching and cost sharing provided by recipients and third-party providers to meet the level required by the Federal agency. This amount should not include cost sharing and match amounts in excess of the amount required by the Federal agency (for example, cost overruns for which the recipient incurs additional expenses and, therefore, contributes a greater level of cost



FFR Number	Reporting Item	Instructions
		sharing or match than the level required by the Federal agency).
10j	Recipient Share of Expenditures	Enter the recipient share of actual cash disbursements or outlays (less any rebates, refunds, or other credits) including payments to subrecipients and contractors. This amount may include the value of allowable third party in-kind contributions and recipient share of program income used to finance the non-Federal share of the project or program. Note: On the final report this line should be equal to or greater than the amount of Line 10i.
10k	Remaining Recipient Share to be Provided (Line 10i Minus Line 10j)	Enter the amount of Line 10i minus Line 10j. If recipient share in Line 10j is greater than the required match amount in Line 10i, enter zero.
<b>Program Income:</b> Do not complete this section if reporting on multiple awards.		
10l	Total Federal Program Income Earned	Enter the amount of Federal program income earned. Do not report any program income here that is being allocated as part of the recipient's cost sharing amount included in Line 10j.
10m	Program Income Expended in Accordance With the Deduction Alternative	Enter the amount of program income that was used to reduce the Federal share of the total project costs.
10n	Program Income Expended in Accordance With the Addition Alternative	Enter the amount of program income that was added to funds committed to the total project costs and expended to further eligible project or program activities.
10o	Unexpended Program Income (Line 10l Minus Line 10m or Line 10n)	Enter the amount of Line 10l minus Line 10m or Line 10n. This amount equals the program income that has been earned but not expended, as of the reporting period end date.
11	<b>Indirect Expense:</b> Complete this information only if required by the awarding agency and in accordance with agency instructions.	
11a	Type of Rate(s)	State whether indirect cost rate(s) is Provisional, Predetermined, Final, or Fixed.
11b	Rate	Enter the indirect cost rate(s) in effect during the reporting period.
11c	Period From; Period To	Enter the beginning and ending effective dates for the rate(s).
11d	Base	Enter the amount of the base against which the rate(s) was applied.
11e	Amount Charged	Enter the amount of indirect costs charged during the time period specified. (Multiply 11b. x 11d.)
11f	Federal Share	Enter the Federal share of the amount in 11e.
11g	Totals	Enter the totals for columns 11d, 11e, and 11f.
<b>Remarks, Certification, and Agency Use Only</b>		
12	Remarks	Enter any explanations or additional information required by the Federal sponsoring agency including excess cash as stated in line 10c.
13a	Typed or Printed Name and Title of Authorized Certifying Official	Enter the name and title of the authorized certifying official.
13b	Signature of Authorized Certifying Official	The authorized certifying official must sign here.
13c	Telephone (Area Code, Number and Extension)	Enter the telephone number (including area code and extension) of the individual listed in Line 13a.
13d	E-mail Address	Enter the e-mail address of the individual listed in Line 13a.



<b>FFR Number</b>	<b>Reporting Item</b>	<b>Instructions</b>
13e	Date Report Submitted (Month, Day, Year)	Enter the date the <i>FFR</i> is submitted to the Federal agency using the month, day, year format.
14	Agency Use Only	This section is reserved for Federal agency use.

### **Line Item Instructions for the Federal Financial Report Attachment**

(To be completed if reporting on cash management activity for multiple grants.)

<b>Box Number</b>	<b>Reporting Item</b>	<b>Instructions</b>
1	Federal Agency and Organizational Element to Which Report is Submitted	Enter the name of the Federal agency and organizational element identified in the award document or otherwise instructed by the agency. (This information should be identical to that entered in Box 1, <i>FFR</i> .)
2	Recipient Organization	Enter the name and complete address of the recipient organization including zip code. (Same information as entered in Box 3, <i>FFR</i> .)
3a	DUNS Number	Enter the recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number. (Same information as entered in Box 4a, <i>FFR</i> .)
3b	EIN	Enter the recipient organization's Employer Identification Number (EIN). (Same information as entered in Box 4b, <i>FFR</i> .)
4	Reporting Period End Date: (Month, Day, Year)	Enter the ending date of the reporting period of this report. (Same information as entered in Box 9, <i>FFR</i> .)
5	Federal Grant Number	Enter the grant number assigned to each award by the Federal agency.
	Recipient Account Number	Enter the account number or any other identifying number assigned by the recipient to each award. This number is for the recipient's use only and is not required by the Federal agency.
	Cumulative Federal Cash Disbursement	Enter the cumulative amount of the Federal share of cash disbursed for each award. Cash disbursements are the sum of actual cash disbursements for direct charges for goods and services, the amount of indirect expenses charged to the award, and the amount of cash advances and payments made to subrecipients and contractors.
	Total	Enter the total for the Cumulative Cash Disbursement. This column should equal the amount reported on Line 10b, <i>FFR</i> .

## INTERIM PROGRESS REPORT



Note: Interim reports are due every six months throughout the life of the grant. Failure to submit timely and acceptable progress reports places a grantee in noncompliance with the terms and conditions of the Grant Agreement and can result in withholding, suspension, or termination of the grant award.

1. Project Title: \_\_\_\_\_ 2. NPS Grant #: \_\_\_\_\_
3. ☐ Attach a completed FFR, *Federal Financial Report* (Standard Form-425), for this report period. Directions for completing the SF-425 form can be found in the Grant Manual.
4. Briefly describe the progress through (date) \_\_\_\_\_ in completing the objectives listed under the Grant Agreement Scope of Work (typically Special Condition #15).
5. Briefly describe any difficulties you have encountered in completing the grant work to date.
6. Describe the status of complying with all applicable Special Conditions required under your grant agreement. These may include:
  - Nonfederal matching share
  - NPS concurrence with consultant selection
  - NPS review of plans and specifications or other draft products
  - Section 106 consultation with the State Historic Preservation Office
  - Project sign installation
7. Specify any changes to the Scope of Work and/or Budget you would like to request at this time.
8. If you need an extension to the end date of this project, please explain why and provide a new timeline for completion of the grant work.
9. ☐ Please provide any documentation demonstrating project performance. For example, you may attach newspaper articles, press releases, copies of project-related contracts, draft reports, plans and specifications, or photographs or digital images showing grant work completed during the reporting period. Images may be printed or submitted on CD.

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**\*Please submit this form and any additional documentation by e-mail, mail or private carrier to the NPS Grant Program Manager:**

**Kara Miyagishima, Program Manager, Japanese American Confinement Sites Grant Program  
National Park Service, Intermountain Region  
12795 W. Alameda Parkway  
Lakewood, CO 80228**

**Email: Kara\_Miyagishima@nps.gov Phone: 303-969-2885**

**This Interim Progress Report form is also available electronically at the grant program website:  
<http://www.nps.gov/history/HPS/hpg/JACS/index.html>**



Note: The Final Project Report is due within 90 days after the end date of the grant agreement or completion of the project, whichever comes first. Failure to submit a timely and acceptable Final Project Report places a grantee in noncompliance with the terms of the Grant Agreement, and will result in NPS withholding payment or possibly requiring repayment of disbursed funds.

1. Project Title: \_\_\_\_\_
2. NPS Grant Agreement #: \_\_\_\_\_
3. ☐ Attach a completed FFR, *Federal Financial Report* (Standard Form 425), for the entire grant period.
4. Provide a brief summary of the work completed under this grant. Note any difference between the planned and actual scope of work and costs.
5. Describe the status of complying with all applicable Special Conditions in your grant agreement. These may include:
  - Nonfederal matching share
  - NPS concurrence with consultant selection
  - NPS review of plans and specifications or other draft products
  - Section 106 consultation with the State Historic Preservation Office
6. Provide a line-by-line breakdown of the planned expenditures in the approved budget and compare them to actual expenditures using the following format: (The electronic version of this form at <http://www.nps.gov/history/HPS/hpg/JACS/index.html> contains an embedded Excel table – double click to open.)

Line item	Planned Costs	Actual Federal Share	Actual Matching Share	Actual Total
Personnel				\$ -
Fringe Benefits				\$ -
Travel				\$ -
Equipment				\$ -
Supplies				\$ -
Contractual				\$ -
Construction				\$ -
Other				\$ -
Total	\$ -	\$ -	\$ -	\$ -

7. Provide a summarized list of the nonfederal matching share that was used to complete the grant-assisted work. Identify each source of match, the amount, and the type (cash, donated labor, donated materials, etc.).
8. If any publications (books, pamphlets, videotapes, etc.) were produced using federal or matching share under this grant, enclose three (3) copies with the Final Report. All publications must include acknowledgement of the grant assistance and the Federal disclaimer as required by your grant agreement.

9. Provide any relevant documentation demonstrating the completion of the project. For example, you may attach newspaper articles, press releases, copies of project-related contracts, reports, plans and specifications, or photographs or digital images showing completed grant work. Images may be printed or submitted on CD.

Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

\*Please submit this form and any additional documentation by mail or private carrier to the following address:

**Kara Miyagishima, Japanese American Confinement Sites Grant Program  
National Park Service, Intermountain Region, 12795 W. Alameda Parkway, Lakewood, CO 80228  
Phone: 303-969-2885**